Instructions for Completing the DU COI Training Module

The University of Denver requires all individuals to complete mandatory COI training who are investigators involved in a project receiving federal funding or conducting research involving human subjects and/or animals. The CITI program was selected to provide the necessary training to fulfill this mandatory training requirement.

The following steps are provided to help you register in CITI (create an account through establishing a username and password), select the correct course required by DU, and to navigate through the program.

**Step 1:** Go to: [www.citiprogram.org](http://www.citiprogram.org) to begin the CITI training registration process.

**Step 2:** Select Your Organization Affiliation, enter University of Denver.
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**Step 3:** Complete sections 3, 4, 5 & 6 as instructed. Step 7 is where you will select a course(s) by answering questions. The DU curriculum consists of the following training modules that are categorized into seven questions or Learner Groups appropriate to your interests or pertains to your type of research.

- Human Subjects Research
- Responsible Conduct of Research
- Conflict of Interest
- Laboratory Animal Welfare
- Biosafety
- Export Compliance
- Health Information Privacy and Security

**Step 4:** Once registration is completed, Select the ‘University of Denver Courses’ and under ‘My Learner Tools for University of Denver’, select ‘Add a Course or Update Learner Groups’. You will be prompted to select a Curriculum; scroll down to Question 3: Conflict of Interest and select “Yes”. Scroll to the bottom on the page and hit ‘Submit’.

**Conflict of Interest**

If you are required or have been asked to complete the Conflicts of Interest training, please click on "YES" below.

Choose one answer

- Yes
- No
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Step 5: Complete the three required COI modules:

- CITI Conflict of Interest Course – Introduction
- Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules
- Institutional Responsibilities as They Affect Investigators.

Conflicts of Interest - Stage 1

To pass this course you must:

- Complete all 3 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

<table>
<thead>
<tr>
<th>Required Modules</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITI Conflict of Interest Course - Introduction (COI-Basic) (ID: 15177)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
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<tr>
<td>Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic) (ID: 15070)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
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<tr>
<td>Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID: 15072)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
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<table>
<thead>
<tr>
<th>Supplemental Modules</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflicts of Commitment and Conscience (COI-Basic) (ID: 15073)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
</tbody>
</table>

Step 6: When you have successfully completed all of the modules, go to ‘My Reports’ to access your course completion data for the University of Denver and any other affiliations.

The University of Denver recognizes valid CITI training for four (4) years from the completion date. Valid COI training is required to complete the annual COI disclosure survey.